



# Temporary Use

Handout #50 Revised 2/25/04

## What is a temporary use permit?

A temporary use permit allows for temporary structures or uses that would not ordinarily be permitted under the existing code such as a storage structure for tools, temporary housing for personnel or temporary office structures. A temporary use permit is valid for one year after issuance. (Please note that a subsequent application on the same property within three years of the original permit requires a hearing before a hearing examiner as a Type III; otherwise, these applications are processed either as a Type I or Type II, see below).

## What types of structures are covered under this permit?

Temporary permits may be issued for the following uses or structures:

- A. Storage of equipment and materials during road construction or other developments;
- B. Storage structures for tools and supplies associated with "A" above;
- C. Temporary office structures;
- D. Temporary housing for personnel such as watchmen, labor crews, engineering and management;
- E. Use of equipment essential to and only in conjunction with the construction or building of a road, bridge, ramp, dock and/or jetty located nearby;
- F. Temporary uses permitted under existing zoning for up to one (1) year where compliance with site plan review and landscaping requirements are impractical.

## How about uses not identified under A-F above?

The planning director can also issue permits for temporary uses and structures not specified in any zone classification for no more than 30 days.

## How about outdoors public amusements?

Outdoor public amusements, entertainment or assemblies are subject to a different set of criteria outlined in Clark County Code, CCC 5.32.

## What if I am interested in aggregate extraction for a short period of time?

You can obtain a permit for aggregate extraction for a single construction project for no more than ten days of operation. You do not need a state permit but you have to meet all applicable provisions of county code, see CCC 40.260.120.

## What is the application process?

Type I: For minor or simple uses, the application may be completed over the counter at the customer service center. The applicant is required to submit a Temporary Use Permit Agreement and Decision form (the packet) and pay the review fee (and surety).

The packet includes responses to questions to allow a temporary use in zones that

would ordinarily disallow such use, (including the understanding to obtain any required building permit), that the applicant must sign for the review to continue; otherwise, the packet is returned to the applicant at the counter.

The packet will be reviewed by staff at the Customer Service Center located at the at 1300 Franklin Street, Vancouver, Washington, to determine if the applicant has satisfied all the applicable conditions. (Note: depending upon the type or use, additional review may be required by the Fire Marshal).

**What if I didn't provide all the required information?**

Applications with incomplete information will be returned to the applicant at the counter. Staff cannot process a temporary use permit until the applicant completes the information identified in the packet.

**What kind of public notice is provided?**

There is no public notice required for this type of review.

**When will a decision be made?**

A decision will normally be made at the counter (except for those uses requiring Fire Marshall review) if the applicant completely fills out the *Agreement and Decision* form before submitting it at the Customer Service Center. Staff action on the agreement and decision constitutes the written notice of decision (and staff report).

For a **Type II** Temporary Use Permit, the first step is to complete a State Environmental Policy Act (SEPA) environmental checklist, if applicable. These applications require a site plan review, including landscaping requirements, and a building permit. The Customer Service Center staff, located at 1300 Franklin Street, Vancouver, Washington, will assist the applicant in determining if a SEPA checklist is required with the application. The SEPA Review Application Form and Environmental Checklist are also available at the Customer Service Center.

Once the SEPA checklist is completed, the checklist, along with the completed Type II Temporary Use Application Form, fees and a copy of the submittal requirements must be submitted to the Customer Service Center. A decision on the application will be made within 78 days from the date your application is deemed Fully Complete.

**What is a SEPA Checklist and what is its purpose?**

The State Environmental Policy Act (SEPA) requires that a review of the potential environmental impacts of the proposed developments be conducted. County staff and interested agencies will review the home occupation application to determine compliance with applicable Federal, State and County Code. A determination will then be made as to whether the impacts will be considered as: Non-significance (DNS) mitigated non-significance (MDNS), or significance (DS). For a DNS or MDNS determination, an analysis will be incorporated within the Staff Report &

Decision referenced below. If a DS determination is made, the applicant is required to prepare an Environmental Impact Statement (EIS) prior to the County considering the proposed subdivision. The SEPA determination is then published in "The Columbian" Newspaper.

**What kind of public notice is provided?**

For a Type II application, public notice of the proposed development is provided to all property owner within 500 feet (rural)/300 feet (urban) of the development site.

**What if I didn't submit all of the required information (Type II only)?**

The County conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting your application, the Customer Service staff will conduct a "**Counter Complete**" review of your submittal package.

This initial review ensures that **all items with a bold underlined space** listed within the site plan review submittal requirements have been submitted before accepting your application (see attached submittal list). These include:

1. Cover Sheet & Table of Contents
2. Application Form
3. Application Fee
4. Developer's GIS Packet Information
5. Narrative
6. Proposed Site Plan
7. Health District Review Evaluation/Certification Letter
8. Submittal Copies

Once your application is accepted, copies of your submittal package are routed to the various review staff. Staff conducts a second completeness check, known as the "**Fully Complete**" review. This more detailed review ensures that **all items with a box to the left** listed under the numbered headings of the attached "Type II Site Plan Submittal Requirements" have been submitted. As an example, does the "Proposed Site Plan show the number and layout of existing and proposed parking spaces...?"

If **all** of the submittal requirements have been met, you will receive a "Fully Complete" determination letter.

If the required items are missing from your submittal, you will receive a letter of "**Not** Fully Complete," with an attached list of the missing items. If you have not submitted the requested information within 30 days of this written request, staff will return your application and refund the application fee, less the processing costs incurred to date.

**What is a Staff Report and when will the decision be made (Type II only)?**

Staff's role is to prepare a Staff Report that summarizes their review of the proposal against the requirements of the Clark County Code (CCC). In this report, staff will make a decision to approve, approve with conditions or deny the application. This written report will be mailed to the applicant within 21 calendar days of the "Fully Complete" determination.

**Can I Submit Additional Information after the review has begun (Type II only)?**

Yes, however, any new submittals will extend the decision deadline by at least 14 calendar days.

**Can the decision be appealed?**

The Planning Director's decision may be appealed to the County Hearings Examiner by the applicant or any person or group. An appellant must submit an appeal application and **\$1070** fee within 14 calendar days after the written notice of the decision is mailed.

**If I Am Granted a One-year Permit, Can I apply for an Extension?**

Yes, temporary permits may be renewed by a hearing examiner approval through a Type III (i.e., public hearing) process, provided the applicant provides proof that additional time is needed to complete the subject project.

**What are the Temporary Use Permit fees?**

Type I Review	\$864
Type II Review	\$1,571

**Note:** This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code 40.260.220 (Temporary Permits).

# DEVELOPMENT REVIEW TYPE 1 TEMPORARY USE AGREEMENT AND DECISION

**Applicant Name/Address/Phone:**

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**Homeowner/Address/Phone (if different):**

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**Parcel  
No.**

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**Description of  
use**

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The following is a list of the required conditions for obtaining a Type I Temporary Use permit. Please read and initial each item, and sign the certification agreeing with these conditions/statements.

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A bond of not less than one thousand dollars (\$1,000), nor more than two thousand five hundred dollars (\$2,500) will be maintained during the temporary use/structure period. The bond shall be payable to the Clark County Treasurer. Proof of such bond must be submitted with the application.

☐

The temporary use/structure permit is valid for a period of not more than one year after issuance.

☐

The temporary use/structure will be removed within 30 days of expiration of the permit.

☐

If at the end of the temporary use/structure is not removed or discontinued, the cash or surety bond will be forfeited.

I have read and understand the above statements and conditions for obtaining a temporary use permit and agree to abide by these conditions. False statements, errors, and/or omissions may void this request.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Letter of authorization required if other than property owner)

## DECISION

Based on the information submitted in the application packet, the above certification, and other information in County records, County staff has reviewed this request against the applicable standards and criteria in Clark County Code Section 40.260.220 summarized above, and have determined that permit application is:

### **DENIED**

**Reason:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED, subject to the conditions identified above and the following conditions:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**STAFF:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Team Leader** \_\_\_\_\_ **Date** \_\_\_\_\_

**Public Service Center  
Department of Community Development  
1300 Franklin Street  
P.O. Box 9810  
Vancouver, WA 98666-9810  
Phone: (360) 397-2375; Fax: (360) 397-2011  
Web Page at: <http://www.clark.wa.gov>**

# DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



<b>PROJECT NAME:</b>		
<b>TYPE(S) OF APPLICATION (See Reverse Side):</b>		
<b>DESCRIPTION OF PROPOSAL:</b>		
<b>APPLICANT NAME:</b>		<b>Address:</b>
<b>E-mail Address:</b>		<b>Phone and Fax:</b>
<b>PROPERTY OWNER NAME</b> (list multiple owners on a separate sheet):		<b>Address:</b>
<b>E-mail Address:</b>		<b>Phone and Fax:</b>
<b>CONTACT PERSON NAME</b> (list if not same as APPLICANT):		<b>Address:</b>
<b>E-mail Address:</b>		<b>Phone and Fax:</b>
<b>PROJECT SITE INFORMATION:</b> Site Address:		<b>Comp Plan Designation:</b>
<b>Cross Street:</b>	<b>Zoning:</b>	<b>Serial #'s of Parcels:</b>
<b>Overlay Zones:</b>	<b>Legal:</b>	<b>Acreage of Original Parcels:</b>
<b>Township:</b>	<b>Range:</b>	<b>¼ of Section:</b>

## AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

<b>Assigned at Customer Service Center</b>	<b>CASE NUMBER:</b>	
	<b>WORK ORDER NUMBER:</b>	

## **APPLICATION TYPES**

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

### **Environmental/Critical Areas:**

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

### **Land Division:**

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (\_\_\_ Infill)
- ☐ Subdivision (\_\_\_ Infill)

### **Miscellaneous:**

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

### **Planning Director Review:**

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change